




DEPARTMENT OF
**WORKFORCE
SERVICES**

TANF Family Housing Grant Orientation

March 13, 2018

Temporary Assistance for Needy Families (TANF)

- ▶ Purpose 1: Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.
 - ▶ Purpose 2: Reduce the dependency of needy parents by promoting job preparation, work, and marriage.
 - ▶ Purpose 3: Prevent and reduce the incidence of out-of-wedlock pregnancies.
 - ▶ Purpose 4: Encourage the formation and maintenance of two parent families.
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Overview

- **Scope of Work**
 - Funding Period
 - Determining Appropriateness
 - Program Services
 - Eligibility Determination
 - Measurements & Outcomes
 - Budget
 - Expense Reimbursement
 - Monitoring
 - Case Files
- **Family Housing Employment Pathway**
 - Referrals to the FHES

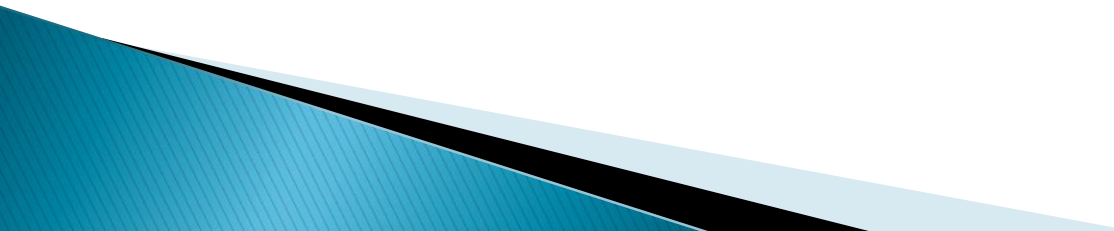
Funding Period

- Grant funding period will be April 1, 2018 through March 31, 2021

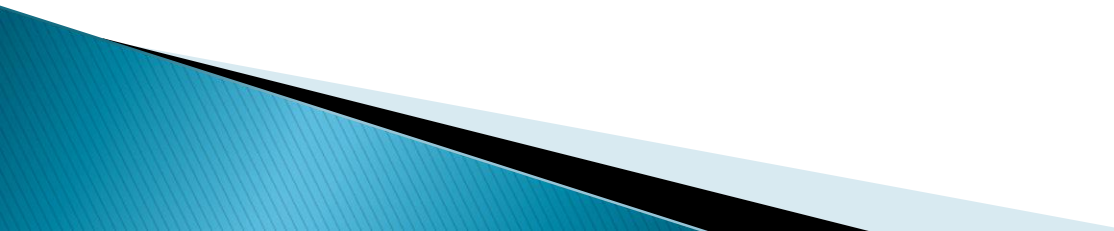
TANF Contractor Website

- ▶ <https://jobs.utah.gov/services/tevs/tanfcontract.html>

Determining Appropriateness

- This grant provides non recurrent, short-term benefits
 - The first month begins with the first payment
 - Housing-related services (Deposits, utilities, fees, rent and back-payments)
 - Crisis situations or episode of need
 - Four calendar months
 - Expectation to result in self-sufficiency after the 4 months
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Program Services

- Organizations must support families eligible for TANF Family Housing Program by providing housing-related assistance
 - Funds may not be issued to customers
 - Funds must be issued in the form of a voucher or check directly to a third party (i.e. landlord, utility company)
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Eligibility Determination

Eligibility & TEVS Database Training

In person:

Friday, March 16, 2018

9:00am – 12:00pm

**5735 South Redwood Road
Taylorsville, UT 84123**

By Webinar:

Tuesday, Mar 20, 2018

9:00 am – 11:00am

Link to register:

<https://attendee.gotowebinar.com/register/8143548653388864513>

- This training will be mandatory for new providers and optional for current providers

Reporting: Outcomes / Deliverables

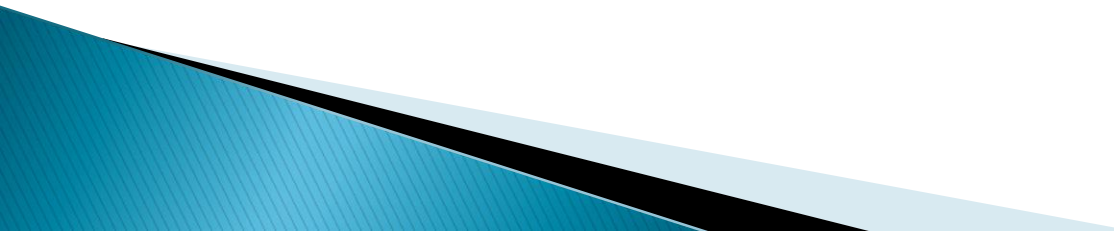
- Organizations must track and report on all outcomes listed in the Scope of Work
- Organizations are responsible for meeting outcomes and deliverables
 - If unable to meet outcomes/deliverables, reach out to DWS for assistance as soon as possible

Required Reports

- **Annual Report**

- Comprehensive report in a narrative format
- Annual Report template will be provided by DWS
- Due no later than April 30, 2019

- **Quarterly Reports**

- Reports will be submitted using a Google Form, link will be provided by DWS
 - Quarterly Report will be unique to each organization
 - Due dates will be determined at a later time
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Reporting

TANF Needy Family Contractor Information

[TANF Funding Map](#)

[TANF Eligibility](#) [Forms and Attachments](#) [Finance](#) [TANF Continuation](#) [TANF Rapid Re-Housing](#) [Refugee Grants](#) [Interagency](#) [Other](#)

Trainings/Webinars

- [First Quarter Webinar Recording July 28, 2015](#)
 - [Presentation Slides](#)
- [Second Quarter Webinar Recording October 22, 2015](#)
 - [Presentation Slides](#)
- [Fourth Quarter Webinar Recording July 28, 2016](#)
 - [Presentation Slides](#)
- [TANF Rapid Re-Housing Finance Orientation Webinar](#)
 - [Presentation Slides](#)
- [TANF Rapid Re-Housing Orientation Webinar](#)
 - [Presentation Slides](#)
- [UHMIS Orientation Webinar](#)
 - [Presentation Slides](#)
- [TANF Rapid Re-Housing Employment Specialist \(RRES\) Training](#)
 - [Presentation Slides](#)
- [Rapid Re-Housing Bi-Annual Webinar August 2, 2016](#)
 - [Presentation Slides](#)

Pathways

- [Rapid Re-Housing Employment Pathways](#)
- [Rapid Re-Housing Contact list](#)

Outcomes and Reports

- [TANF RRH Quarterly Report](#)
- Quarterly Outcomes Reports and Annual Report Due Dates:
 - Quarter 1: **Friday, July 29, 2016**
 - Quarter 2: **Friday, October 28, 2016**

Budget

- Changes to budget must receive prior approval
- All expenses must be appropriate and allocated in your budget narrative
- April – June 2018 invoices must be submitted to DWS by July 15, 2018

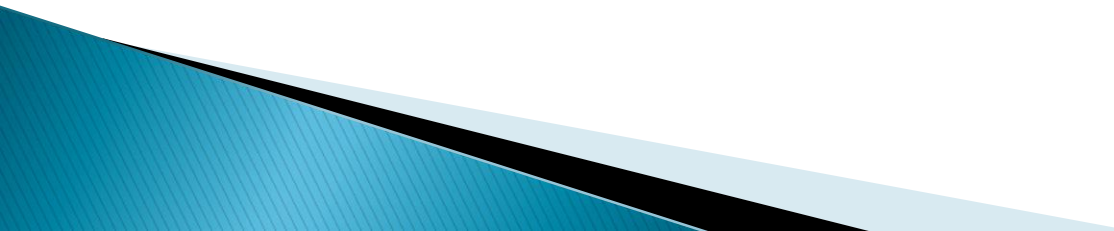
Appropriate Uses of TANF Funds

Allowed	Disallowed
<ul style="list-style-type: none"> • Administrative Expenditures • Advertising and public relations • Audit costs and related services • Basic needs (<i>i.e. food, clothing, shelter</i>) • Bonding costs • Communication costs (<i>i.e. telephone services, postage, electronic or computer transmittal services</i>) • Compensation (<i>i.e. salaries, wages, fringe benefits, pension, retirement benefits, severance pay</i>) • Eligibility determination (<i>i.e. completing forms, gathering documentation</i>) • Equipment (<i>i.e. office equipment, furnishings, HVAC, copiers, IT equipment and systems</i>) • Food Service costs (<i>i.e. catered meals for trainings, meetings or conferences</i>) • Indirect Costs • Insurance and indemnification • Maintenance and repairs (<i>i.e. vehicles, buildings security, janitorial, upkeep of grounds</i>) • Materials and supplies • Meetings and conferences • Memberships (<i>i.e. business, professional organizations</i>) • Professional Services • Publication and Printing • Rental costs of building and equipment • Training and education • Transportation Costs • Travel (<i>i.e. airfare, lodging, transportation, meals</i>) 	<ul style="list-style-type: none"> • Alcoholic Beverages • Alumnae activities • Bad debts (<i>i.e. contractor debts, uncollectable accounts, collection costs, legal costs</i>) • Building purchases, facilities, land or real estate • Capital expenditures (<i>unit cost of \$5000 or more</i>) • Construction (<i>i.e. new buildings, remodeling, renovation</i>) • Cost incurred in criminal and civil proceedings • Contributions or donations rendered • Employee morale/team building • Entertainment (<i>i.e. amusement, diversion, entertainers, social activities, tickets to shows, sports events, meals, lodging, gratuities</i>) • Entertainment related food service costs (<i>i.e. catered parties or holiday parties for staff or clients, award dinners, Mother's Day lunch at a local restaurant, catered lunch for Grand Opening events</i>) • Fines and penalties • Fund raising (<i>i.e. financial campaigns, endowment drives, solicitation of gifts and bequest</i>) • Goods or services for personal use • Idle facilities or idle capacity (<i>i.e. unused facilities and cost associated</i>) • Lobbying • Medical Services • Prescriptions or Copays • Mortgage payments • Vehicle purchases • Stipends and honorariums • Supplanting • Sales Tax • Foreign travel

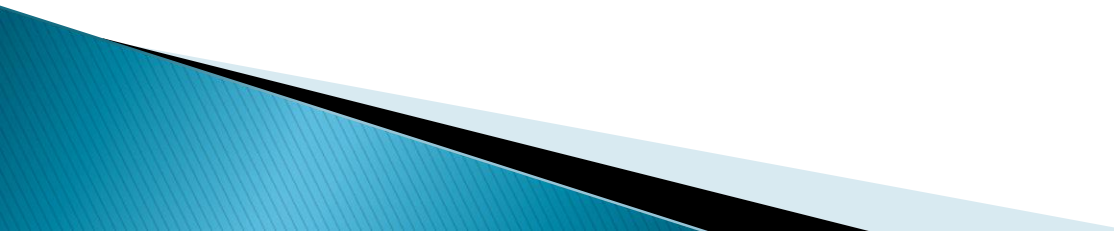
Expense Reimbursement

- Only expenses authorized in the approved budget will be reimbursed
 - Utilize the reimbursement–invoice template provided by DWS
 - Signature and date are required on the invoices
 - Submit general ledger with invoices
 - Level of supporting documentation required will be communicated on entity by entity bases
 - Submit requests for expense reimbursement monthly, unless otherwise pre–approved quarterly per contract year by DWS
 - Submit completed invoice by email with the subject line:
 - Ex: Contract #, Organization name, Billing month
 - One invoice per email

Monitoring

- A minimum of one on-site monitoring visit will be conducted by DWS each year of the performance period.
 - Will include review of outcomes/measurement tools.
 - Review of employee files
 - Signed Non-Disclosure Agreement
 - Signed Code of Conduct
 - Background Check
 - 3rd party access form for RSA token
 - Review of case files
 - Other program monitoring will be conducted and may include:
 - Video or phone conferences
 - Finance desk audit
 - Monitoring by third party
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ATTACHMENTS

- ▶ Attachment A - Grant Standard Special Terms and Conditions
 - ▶ Attachment B - Scope of Work
 - ▶ Attachment C - Non-Disclosure Agreement
 - ▶ Attachment D - Code of Conduct
 - ▶ Attachment E - Background Check Requirements
 - ▶ Attachment F - Financial Reporting
 - ▶ Attachment G - Federal Funding Accountability and Transparency Act (FFATA) Form
 - ▶ Attachment N – Federal Grant Funding Requirements
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TANF Family Housing Employment Pathway



Employment Pathway

- Grantee's responsibilities
 - Case management
 - Referral process
 - Case files
- DWS FHES responsibilities

Family Housing Employment Pathway

- ▶ Family Housing Employment Pathway

ATTACHMENTS

- ▶ Attachment H - Form 115
- ▶ Attachment I - Form 300
- ▶ Attachment J - UHMIS Information Consent Release Form

Questions



Contact Information

Abdi Sheikh-hamud
TANF Program Specialist

asheikh@utah.gov

(801) 897-1879